

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES0
EMPLOYMENT OPPORTUNITIES**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

EPSDT PRE-AUTHORIZATION COORDINATOR

Role Title: Program Administration Specialist II

Position: #W0124

Pay Band 5, Level II Hiring Range: \$18.93 – \$34.21

HOURLY POSITION – NO STATE BENEFITS

Closing Date: July 30, 2007

Maternal and Child Health Division. **HOURLY POSITION - NO STATE BENEFITS - Limited to 1,500 hours per year, typically 30 hours per week.** Responsible for conducting pre-authorization and care coordination for the EPSDT (Early and Periodic Screening, Diagnosis, and Treatment) Program. This position administers Virginia Medicaid policies and regulations pertaining to child health services and works with other public and private organizations to improve the health of enrolled children. Requires some case management experience. Must have demonstrated ability to interpret complex statutes and regulations. Must have outstanding written and oral communication skills with ability to demonstrate positive, team-oriented interpersonal skills. Must be experienced using personal computers for word processing and spreadsheet applications. Must have demonstrated ability to organize and prioritize large volumes of work. Degree in human services field preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing date referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

EEO/AA/ADA